

JSC Policy Directive

JPD 1020.1

EFFECTIVE DATE: August 24, 2006

EXPIRATION DATE: August 24, 2011

RESPONSIBLE OFFICE: JP/Planning and Integration Office

SUBJECT: Ordering of Permanent Signs

1. POLICY.

It is JSC policy to provide configuration management controls in connection with the ordering of any permanent signage including room numbers and employee name plaques. No one may order a sign of any type without the appropriate approval from the Master Planner of the JP/Planning and Integration Office. See JP website for more information.

2. APPLICABILITY.

This JPD is applicable to all organizational elements requiring permanent signage of any type at the Johnson Space Center (JSC). Affected organizations for this JPD are all JSC organizations.

3. AUTHORITY.

The Architectural Review Board (ARB) was established to provide architectural continuity to JSC facilities as they are constructed or modified. The ARB team members are Center Operations Directorate (COD) facility staff and include two architectural professionals and at least one engineer involved in facility maintenance. The ARB is free to render decisions based on their professional judgment and is not constrained by any hard and fast rules. Their objective is to maintain the character of the Center while allowing for innovative architecture in special situations.

- a. 42 U.S.C. 2473(a)(3) and 2473(c)(1), Sections 203(a)(3) and 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.
- b. OMB Circular A-130, "Management of Federal Information Resources."
- c. NASA Communications Material Review Team Charter dated January 2006.
- d. JPD 8820.3A, Facility Configuration Management (FCM) Program

4. REFERENCES.

- a. JSC Form 31, Printing and Duplicating Request Form
- b. JSC Form 1215, Publications and Graphics Work Request

5. RESPONSIBILITIES

- a. **Room Number and Employee Name Plates.** The Structural Engineering Division is responsible for ordering room numbers and employee name plates.
- b. **Printed Signs (Small Format).** The JSC Print Shop is responsible for printing paper signs up to a size 11 inches by 17 inches. A JSC Form 31 is required for all printing requests. A copy of the Master Planner's approval for your signage must be attached to the submitted JSC Form 31 when requesting printing.
- c. **Printed Signs (Large Format).** The JSC Graphics Office is responsible for plotting large format signs up to a size 36 inches by 48 inches, and any signs that are to be printed and matted on fiberboard backing. A JSC Form 1215 is required for all printing requests.
- d. **Photo-Quality Signs.** Signs of any size that are to be printed on photo-quality paper and mounted on a board are the responsibility of the JSC Graphics Office. A JSC Form 1215 is required for all printing requests.
- e. **Division or Department Identification Signs.** Permanent signs to be posted on the exterior of a building or in corridors or other semi-public areas not within an office suite must receive the approval of the Architectural Review Board.

6. MEASUREMENTS.

There will be no deviations from the policy stated therein.

7. RECISSION.

Not Applicable.

Original signed by Randy K. Gish for:

Michael L. Coats
Director

Distribution:
JDMS